

F. No. 27023/2022-23/G.Admin./CSU/ 2443
CENTRAL SANSKRIT UNIVERSITY
Accredited with Grade A++ by NAAC
Janakpuri, New Delhi- 110058

Dated: 14.09.2023

NOTIFICATION

It is notified for information of all concerned that the Executive Council of Central Sanskrit University, Delhi, in its 15th Meeting held on 27.06.2023 vide Agenda Item No. 15.4, has approved the “**Delegation of Financial Powers**” to the Officers of Central Sanskrit University, Delhi. A copy of the approved statement showing the powers delegated is annexed herewith for necessary action and compliance.

This is issued with the approval of the Competent Authority.

Enclosure: as above

R.K. Barman
14.09.2023
[Prof. Ranjit Kumar Barman]
Registrar In-charge

Copy for information and necessary action to :-

1. PS to V.C. for information of Hon'ble V.C., CSU, Delhi
2. All Deans, CSU, Delhi
3. Registrar, CSU, Delhi
4. All the Campus Directors, Central Sanskrit University, Delhi
5. Finance Officer, CSU, Delhi
6. Controller of Examination, CSU, Delhi
7. Librarian, CSU, Delhi
8. Director (MSP), CSU, Delhi
9. Director (Central Schemes), CSU, Delhi
10. Director (Publication & Programmes), CSU, Delhi
11. Deputy Director (Administration), CSU, Delhi
12. Deputy Director (Finance), CSU, Delhi
13. All Sections/ Department Heads of CSU, Delhi
14. Project Officer (I/c) for uploading on CSU Website
15. Guard File

DELEGATION OF FINANCIAL POWERS



CENTRAL SANSKRIT UNIVERSITY

Accredited by NAAC with Grade 'A++'

(A Central University Established by an Act of Parliament, 2020)

56-57, Institutional Area, Janakpuri,

New Delhi – 110058

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BRIEF ON DELEGATION OF FINANCIAL POWERS TO VARIOUS OFFICERS IN THE UNIVERSITY

The Executive Council (EC) is empowered vide Clause 12(2) and Clause 43 read with Section 28 of the Central Sanskrit Universities Act, 2020, to delegate any of its powers to the Vice-Chancellor, Deans, Registrar, Directors of the Campus, Finance Officer, Controller of Examination, Librarian or any other Officer, employee or Authority of the University, or to a Committee appointed by it.

In view of the substantial increase in the educational/administrative and developmental activities, it is essential to bring those activities under consideration for further Delegation of Financial Powers.

The exercise of these powers shall be subject to observance of the prevailing rules and regulations and general or special, conditions prescribed or which may be issued by the Competent Authority:

- a. A budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred and approval of the competent authority to be obtained.
- b. No expenditure on a 'New Item' can be sanctioned without prior approval of the competent authority.
- c. All purchases exceeding Rs.1.00 lakh shall be made through Vice-Chancellor except in the cases in which the all Authorities concerned are specifically authorized to make purchases or stores exclusively required by them with prior approval.


All purchase proposals would be processed as per the procedure prescribed in the GFR/ Purchase Procedures. All Authorities concerned will submit the proposals to the Vice-Chancellor/ Registrar for administrative approval.

For cases other than Works: All cases of expenditure upto Rs.1.00 lakh shall be concurred/passed by AD/AR (Finance), cases exceeding Rs.1.00 lakhs and upto Rs.5.00 lakhs shall be concurred by DD/DR (Finance)/Finance Officer when and if DD/DR is not available and cases exceeding Rs.5 lakhs shall be concurred by Finance Officer.

For Works: All cases sanctioned by VC will be concurred by the Finance Officer and the same will be applicable for passing of bills.

A formal sanction for creation of posts or incurring of expenditure shall be communicated to all concerned, indicating reference to the financial concurrence and existence of budget provision.

Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchases are to be made, expenditure is to be incurred


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in relaxation of the prescribed procedure, approval of the Vice-Chancellor with the concurrence of Finance Officer will be necessary.

Contingent or other expenditure of an unusual character or involving departure from any general or special rule or order made by the EC shall not be incurred nor any liability be undertaken in connection therewith without the prior sanction of the EC.

The Deans of Schools, Directors of the Campus and Heads of Section/Department concerned specified in the Schedules and the Drawing Officers in relation thereto will be as follows:

Sl. No.	Expenditure relating to	Drawing Officer
1.	Administrative Expenses	Registrar /Directors of the Campus
2.	Academic Section / Research and Development Center (RDC)	Dean
3.	Finance Section	Finance Officer
4.	Examination Section	Controller of Examination
5.	Student Welfare	Dean/Directors of the Campus
6.	Schools	Dean
7.	Library	Librarian/Directors of the Campus
8.	IT Section	Registrar/Directors of the Campus/Project Officer/ System Analyst
9.	Mukta Swadhyaya Peetham - Institute of Open and Distance Education	Director
10.	Publication & Programmes	Director
11.	Central Schemes	Director

Saving Clause - Notwithstanding these Delegations of Financial Powers, Vice Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.

Note:

(i) Powers to sanction expenditure in respect of items not specified above, shall rest with the Vice-Chancellor.


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- (ii) Powers to sanction expenditure beyond the limits specified above shall rest with the Vice- Chancellor.
- (iii) Powers to write-off Losses shall vest in the Vice Chancellor/Director of the Campus.
- (iv) Powers to release all salary related payments shall rest with the Finance Officer.
- (v) In Case of any ambiguity pertaining to the financial powers stated in this DFPR, the rules & regulation, guidelines & provisions mentioned in General Financial Rules, 2017 and Delegation of Financial Powers 1978 issued time to time by Government of India may be referred.
- (vi) All the officers having Financial powers in DFPR are required to furnish Quarterly report to Hon'ble Vice-Chancellor by 15th day of the month following the expenditure incurred during previous Quarter.
- (vii) The Hon'ble Vice Chancellor, if so desires, may revoke or limit the financial powers of an authority in case the concerned authority has not been complying with the financial powers delegated to him / her under this Delegation of Financial Powers.
- (viii) These delegated financial powers are subject to review after six months from the date of notification of these financial powers.

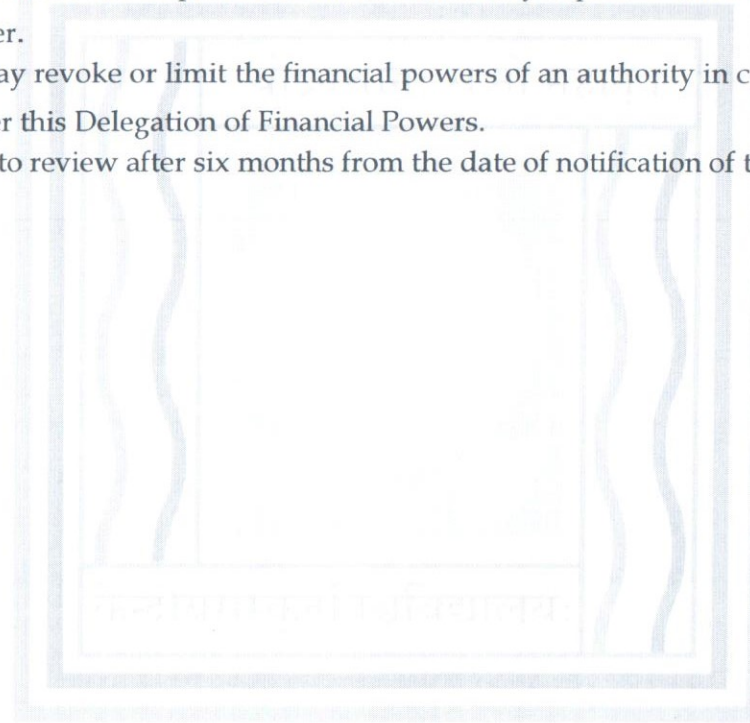
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SCHEDULE - I: POWER TO CREATE SEASONAL/ CASUAL POSTS/POSITION

Sl. No.	Nature of Posts	Vice-Chancellor	Registrar	Directors of the Campus	Remarks
1.	Academic/ Other Academic/ Research Assistants/ Academic Fellows Seasonal/ Casual posts of Assistant level and Clerical and other staff for seasonal/	Upto one academic session	--	--	
2.	Seasonal/Casual Group 'C' staff/Outsourcing Position	Upto one academic session	Upto 30 days in each case	--	

SCHEDULE - II : CONTINGENT & MISC. EXPENDITURE

(General Powers not specified in any other Schedule)

Extend of Power/Authority	Vice Chancellor	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remark
Recurring	Upto 10 lakh in each case	Upto Rs. 20000/- per annum and maximum limit of Rs. 5000/- in each case	Upto Rs.50000/- in each case DD (Admn): Upto Rs. 50000/- per annum	Upto Rs. 2 lakh per annum and maximum limit of Rs. 50000/- in each case	Upto Rs. 20000/- in each case	Upto Rs. 50000/- in each case	Upto Rs. 50000/- per annum	
Non-Recurring	Upto 25 lakh in each case	Upto Rs. 50000/- per annum and maximum limit of Rs. 10000/- in each case	Upto Rs.1 lakh in each case	Upto Rs. 2 lakh per annum and maximum limit of Rs. 50000/- in each case	--	--	--	Powers beyond Rs.25 lakh and upto Rs.50 lakh vests with FC and beyond Rs.50 lakh vests with EC.

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**SCHEDULE - III : ADMINISTRATIVE EXPENSES
(COMMON TO ALL SECTIONS)**


Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Purchase of Infrastructural Fixed Assets Except Land/ Building; and Construction of new Buildings	Full powers	--	Upto Rs.1 lakh in each case	Upto Rs. 2 lakh per annum and maximum limit of Rs. 50000/- in each case	--	--	--	Beyond Rs.25 lakhs with approval of EC (on the recommendation of the Finance Committee)
2.	Fixtures and furniture purchase	Full powers	--	Rs.3 lakh on each Occasion within the norms approved by the VC.	Upto Rs.3 lakh per annum and maximum limit of Rs.50000/- in each case	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.50,000 will be made with concurrence of Finance.
3.	a) Freight	Full powers	--	Full powers DD (Admn) : Full powers	Full powers	--	--	--	With prior approval of VC.

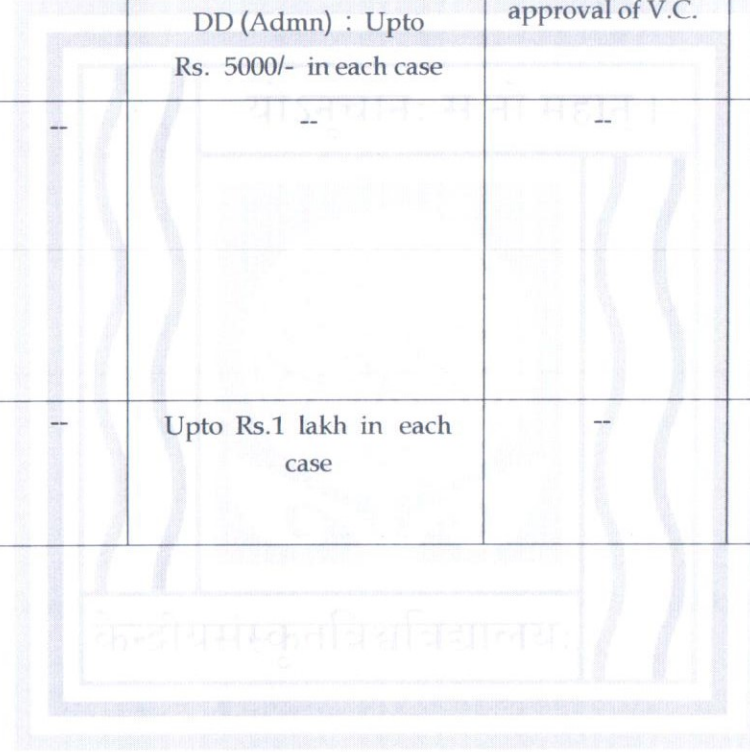
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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
	b) Demurrage/wharfage charges	Full powers	--	Upto Rs.50000/- in each case with prior approval of V.C. DD (Admn) : Upto Rs. 5000/- in each case	Upto Rs.30000/- in each case with prior approval of V.C.	--	--	--	
4.	Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	Full powers	--	--	--	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down procedure approved by the EC.
5.	Advertisement & Publicity charges	Full powers	--	Upto Rs.1 lakh in each case	--	--	--	--	The expenditure is subject to guidelines issued.


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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
6.	Hostel Expenses	Full powers	Upto Rs.1 lakh in each case (Dean of Students welfare)	--	Upto Rs.50000/- in each case	--	--	--	Subject to completion of procedural formalities as per laid down purchase procedure and as per Ordinance/Rules. Purchase above Rs.50,000 will be made with concurrence of Finance.
7.	Electricity & Water charges	Full powers	--	Full powers DD (Admn) : Full powers in the absence of Registrar/ V.C.	Full powers	--	--	--	
8.	Insurance	Full powers	--	Full powers	Upto Rs.50000/- in each case	--	--	--	Subject to Insurance cover being taken from a nationalized General Insurance Company and annual premium approved by VC and guidelines issued available.

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Sl. No.	Item of Expenditure	Vice Chancell or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
9.	Legal Charges i. Fees to Barristers	Full Powers	--	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	Upto Rs.1 lakh	--	
	ii. Arbitration fees	Upto Rs. 50000/-	--	--	--	--	--	--	
10.	Audit Charges	Full Powers	--	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	--	--	
11.	Other Professional (Administrative) Charges	Full Powers	--	Upto Rs.50000/- in each case	Upto Rs.50000/- in each case	--	Upto Rs.50000/- in each case	--	
12.	Transportation i. Purchase of Motor vehicle	Full powers	--	--	--	--	--	--	Subject to available guidelines and fund availability.
	ii. Maintenance and repairs of staff cars/Machinery	Full powers	--	Upto Rs.1 lakh in each case	Upto Rs.50000/- in each case	--	--	--	Subject to reasonableness of the rates being determined by call of Tenders/ Quotations.

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
	iii. Hiring of Vehicles for official purpose	Full powers	Upto Rs.3000 0/- per annum	Full Powers DD (Admn) : Full powers in the absence of Registrar/ V.C.	Upto Rs.2 lakh per annum	Full powers	Full powers	--	Subject to completion of procedural formalities as per GFR.
	iv. Pollution charges	Full powers	--	Full Powers DD (Admn) : Full powers	Full powers	--	--	--	
13.	Municipal rates and taxes	Full powers	--	Full powers DD (Admn) : Full powers in the absence of Registrar/ V.C.	Full powers	--	--	--	
14.	Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	Full powers	Upto Rs.5000/- per annum	Full Powers DD (Admn) : Upto Rs.10000/- in each case	Full Powers	--	Full Powers	Upto Rs.5000/- per annum	
15.	a) Publications of the University	Full powers	Full powers	Upto Rs.1 lakh	Full powers	--	--	--	Subject to availability of funds and Empanelled printers at rates prescribed with due approval of the Vice Chancellor.

R.K. Bamra

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
	b) Printing & Binding	Full powers	--	Full powers	Upto Rs.30000/- in each case	Upto Rs.3000 0/- in each	Full powers	Upto Rs.30000/- in each case	Subject to availability of funds and completion of procedural formalities as per GFR. Printing/Binding will be made with concurrence of Finance.
	c) Admission Brochure	Full Powers	--	Full powers	Upto Rs.30000/- in each case	--	--	--	
16.	Purchase of Publications for administrative use (Newspapers, Books)	Full powers	Upto Rs.1000 0/- per annum	Upto Rs.20000/- in each case DD (Admn) : Upto Rs.3000/- in each case	Upto Rs.3000/-in each case	Upto Rs.2000 0/- per annum	Upto Rs.20000/- per annum	Upto Rs.50000/- per annum	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
17.	a) Security Expenses payment of Wages of Security Staff b) Wages in respect of outsourced contractual staff Expenses c) Outsourcings of cleaning & sweeping Services	Full Powers	--	Full Powers DD (Admn): Full powers in the absence of Registrar/ V.C.	Full powers In each case subject to appointment after Administrative approval from H.Q.	--	--	--	Outsourcing the security services will be made in accordance with the provision for procurement of services in GFR and various labour welfare Rules/Acts e.g. the Contract Labour Act & Minimum Wages Act etc..
18.	Procurement of Machinery, Tools and Plants, Pesticides, Manures, Plants, Seeds and Maintenance of Garden/Lawns etc..	Full Powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.5000/- in each case	Upto Rs.1 lakh per annum	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.50,000 will be made with concurrence of Finance.

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
19.	a) Stationery Store including computer stationary and other consumables	Full Powers	Upto Rs.1000 0/- per annum and Rs.1000/- on each occasion	Full powers DD (Admn): Upto Rs.1 lakh per annum and Rs.10000/- in each case	Up to Rs.2 lakh per annum and Rs.10000/- in each case	Upto Rs.1000 0/- per annum and Rs.1000 /- on each occasion	Upto Rs.1 lakh per annum and Rs.10000/- in each case	Upto Rs.10000/- per annum and Rs.1000/- on each occasion	Purchase procedure as prescribed in GFR may be followed.
	b) Office Equipment including telephone instruments, calculators electronic or manual, intercom Equipment, Photocopier, Franking Machine (excluding computers)	Full powers	--	Upto Rs.1 lakhs in each case DD (Admn) : Upto Rs.50000/- per annum and Rs.10000/- in each case	Upto Rs.2 lakh per annum and Rs.50000/- in each case	--	Upto Rs.1 lakh per annum	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure as per GFR. Purchase above Rs.50,000 will be made with concurrence of Finance and recommendations of the Purchase Committee.

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
20.	Purchase of ACs, Desert Coolers, Heat Convector, etc.	Full Powers	--	Upto Rs.2 lakh on each occasion DD (Admn) : Upto Rs.10000/- in each case	Upto Rs.1 lakh per annum and Rs.50000/- in each case	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure as per GFR. Purchase above Rs.50,000 will be made with concurrence of Finance and recommendations of the Purchase Committee.
21.	Remuneration (except conveyance charges to staff for attending duty on holidays and late hours).	Full Powers	--	Upto Rs.50000/- in each case	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	--	Conveyance charges as per Rules.

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Sl. No.	Item of Expenditure	Vice Chancell or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
22.	a) EPABX	Full Powers	--	Full Powers	Full Powers	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.50,000 will be made with concurrence of Finance.
	b) Official Telephones	Full Powers	--	Full Powers	Full Powers	--	--	--	Subject to the ceilings approved.
	c) Residential Telephone	Full Powers	--	Full Powers	Full Powers	--	--	--	-do-
	d) Telephone Bills received after due date	Full Powers	--	Full Powers DD (Admn) : Full powers in the absence of Registrar/ V.C.	Full Powers	--	--	--	Payment of surcharge/late fee after due date will be made with the approval of Registrar .

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
e)	Internet	Full Powers	-	Full Powers DD (Admn): Full powers in the absence of Registrar/ V.C.	Full Powers	--	--	--	Subject to availability of funds completion of procedural formalities as per laid down purchase procedure.
f)	Repairs and maintenance of Telephones, Batteries etc.	Full Powers	-	Full Powers in case of agreement approved by the V.C. DD (Admn): Upto Rs.10000/- in each case	Full Powers	--	-	-	

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
	Repair and Maintenance of office equipments, furniture etc.	Full Powers	--	Full Powers DD (Admn): Upto Rs.10000/- in each case	Upto Rs.2Lakh per annum and Rs.50,000/- in each case	--	--	--	Full powers where maintenance is entrusted to the same party who originally installed/supplied the equipment. In other cases subject to procedure prescribed in GFR.
23.	General Common Services (i) Functions/Various Days etc. (ii) Sanskrit Week (iii) Annual Function (iv) workshops/Guest Lectures (Maximum Nos. 5)	Full powers	-- Upto Rs.1 lakh per annum	Maximum Rs.2.50 Lakh per annum ➤ Sanskrit-Rs.50,000/- each case ➤ Annual Day-Rs.1Lakh each case ➤ Others-Rs.10,000/- each case	Maximum Rs.2.50 Lakh per annum ➤ Sanskrit- Rs.50,000/- each case ➤ Annual Day- Rs.1Lakh each case ➤ Others- Rs.10,000/- each case	-- --	-- --	-- --	Subject to general instructions and availability of funds.
24.	Expenses at official meetings, functions, Consultative Meetings, Board of Schools, Expert Fee etc.	Full powers	Upto Rs.1000 0/- per annum	Full powers DD (Admn) : Upto Rs.20000/- per annum	Upto Rs.50000/- per annum	Upto Rs.5000 0/- per annum	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Subject to prescribed rates approved by competent authority, per head as per entitlement.

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Sl. No.	Item of Expenditure	Vice Chancell or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
25.	Bills of Guests accommodated at Guest Houses etc.	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Rs.50000/- per annum	Upto Rs.5000 0/- per annum	Upto Rs.10000/- in each case	Upto Rs.50000/- per annum	1. Sanction of VC is required to declare any person as University Guest. 2. Subject to prescribed rates and limits.
26.	Sports/Games/Cultural Expenses	Full powers	--	Upto Rs.1 Lakh per annum	Upto Rs.1 Lakh per annum	--	--	--	Subject to prescribed rates and limits and approval of competent authority.
27.	Signing of Annual Maintenance Contracts	Full powers	--	Full powers	Full powers	--	--	--	To sign all AMCs on behalf of the University after the Terms and Conditions are approved by the competent authority.
28.	Engagement of Visiting Faculty/Adjunct faculty/Guest Faculty	Full powers	--	--	Maximum Nos 3 engaged upto 3 months	--	--	--	Subject to the approval of the Vice-Chancellor and payment is made approved norms.

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Sl. No.	Item of Expenditure	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
29.	Payment to Members of Statutory Bodies, Selection Committee, Assessment Committee Expert Committees, Sub-Committee etc.	Full powers	--	Full powers	--	--	--	--	
30.	Earn while you Learn Scheme	Full powers	Upto Rs.2500 0/- Per annum	Upto Rs.5000/- per annum	--	--	--	--	Subject to approval of the rates by the competent authority
31.	Conveyance/TA/DA Reimbursement	Full powers	--	Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	Full powers within the prescribed norms for the staff working under their control	--	
32.	Miscellaneous jobs/unforeseen expenses	Full powers	--	Full powers DD (Admn) : Upto Rs.50000/- per annum (Upto Rs.10000/- in each	Upto Rs.50000/- per annum (Upto Rs.10000/- in	--	--	--	

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Sl. No.	Item of Expenditure	Vice Chancell or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
33.	Repairs and Renovation of Buildings	Full powers	--	Upto Rs. 3 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Rs. 3 lakh per annum (Quarterly reporting H.Q.)	--	--	--	Subject to concurrence of Finance Section.

SCHEDULE - IV : IT SECTION

Sl. No.	Item of Expenditure	Vice Chancell	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	Full powers	--	Upto Re.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Re.1 lakh per annum	--	Upto Rs.10000/- in each case	--	Subject to procedure prescribed in GFR, availability of funds and concurrence of finance for expensive above Rs. 10000/- .
2.	Maintenance of Computers and peripherals (AMC/contingency)	Full powers	--	Full powers DD (Admn) : Upto Rs.10000/- in each case	Upto Re.1 lakh per annum	--	--	--	Subject to procedure prescribed in GFR, availability of funds and concurrence of finance for expensive above Rs. 10000/-.
3.	IT Consumables (small peripherals)	Full powers	--	Full powers DD (Admn): Upto Rs.10000/- in each case	Upto Rs.50000/- per annum	--	Upto Rs.10000/- in each case	--	Subject to approval of Rate Contract/ Norms approved by VC.

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SCHEDULE - V : LIBRARY

Sl. No	Item of Expenditure	Vice Chancell	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Purchase of books and journals/ e-resources/periodicals/Audio/Video etc.	Full powers	--	--	Upto Rs.20000/-per annum	--	--	Upto Rs.1 lakhs on each occasion	Chairman, Library Committee also vested with full powers.
2.	Material for packing, binding indexing library cards special registers etc.	Full powers	--	--	Upto Rs.10000/- per annum	--	--	Upto Rs.50000/- per annum	Subject to completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.
3.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Full powers	--	--	Upto Rs.50000/- per annum	--	--	Upto Rs.1 lakh per annum	Subject to completion of procedural formalities as per laid down purchase procedure. Purchase above Rs.10,000 will be made with concurrence of Finance.

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SCHEDULE - VI : STUDENT WELFARE

Sl. No.	Item of Expenditure	Vice Chancell or	Dean of Student Welfare	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Educational Tours/Field based learning	Full powers	--	--	Upto Rs.50000/- per annum	--	--	--	Subject to availability of funds and guidelines and norms approved by the Vice Chancellor.
2.	Refund of Fee	Full powers	Full powers	--	--	--	--	--	Subject to availability of funds and guidelines and norms approved by the Vice Chancellor.
3.	(a) Examination Expenses	Full powers	--	--	Full powers	--	--	--	Subject to availability of funds and guidelines and norms approved by the Vice Chancellor.
	(b) Admission Expenses	Full powers	--	--	Full powers	--	--	--	
4.	Convocation	Full powers	--	Upto Rs.1 lakh in each case	--	--	Upto Rs.1 lakh in each case	--	Subject to availability of funds and guidelines and norms approved by the Vice Chancellor.

SCHEDULE - VII : FINANCE SECTION

Sl. No.	Item of Expenditure	Vice Chancell	Deans	Registrar	Directors of	FO	COE	Librarian	Remarks
1.	Temporary Advances	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Rs.50000/- in each case	Upto Rs.1 lakh in each	Upto Rs.1 lakh in	--	To be Settled within one month with Finance.

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Sl. No.	Item of Expenditure	Vice Chancell	Deans	Registrar	Directors of	FO	COE	Librarian	Remarks
2.	Advances in connection with conduct of examinations/ Admission Tests	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	Upto Rs.20000/- in each case	--	Upto Rs.1 lakh in each case	--	To be Settled within one month with Finance.

SCHEDULE - VIII : STUDENT FEES, SECURITY DEPOSIT ETC.

Sl. No.	Nature of Power	Vice Chancell or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Extension in date of payment of fees, Remission of Re-admission	Full powers	--	--	--	--	--	--	
2.	Grant of freeship to students	Full powers	--	--	--	--	--	--	
3.	Refund of Security Deposits/EMD (Various Services of Housekeeping, Outsourcing etc.)	Full powers	--	Full powers	Full powers	--	--	--	Subject to guidelines and norms approved by the Vice Chancellor.
4.	Refund of Fees	Full powers	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	Upto Rs.1 lakh in each case	Upto Rs.1 lakh in each case	--	

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SCHEDULE - IX : RE-APPROPRIATION OF FUNDS

Sl. No.	Nature of Power	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Re-appropriation from one sub-head or detailed head to another within the same major head of account.	Full powers	--	--	--	--	--	--	
2.	Re-appropriation from one major head of account to another major head of account of Revenue	Full powers	--	--	--	--	--	--	Subject to concurrence of Finance Committee

SCHEDULE - X : SIGNING OF CONTRACTS AND DOCUMENTS

Sl. No.	Nature of Power	Vice Chancellor or	Dean of Academic Affairs	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Collaboration with external agencies/ Institutions/ Signing of MoUs.	Full powers	--	--	--	--	--	--	Subject to approval of the collaboration with Internal Organizations by VC and Foreign Organizations with the prior approval of the Government.
2.	Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to	Full powers	--	Full powers	--	--	--	--	Subject to the terms and conditions and form of documents having been approved by the EC.
3.	Execution of documents relating to sale, endorsement, transfer, negotiation etc. of securities standing in the name of the	Full powers	--	--	--	--	--	--	Subject to provisions of the Act and Statute.


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Sl. No.	Nature of Power	Vice Chancellor or	Dean of Academic Affairs	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
4.	Signing of Receipts for moneys received on account of the University.	Full powers	--	--	--	--	--	--	Powers can be delegated to the officers in the Finance Section.

SCHEDULE - XI: REIMBURSEMENT OF MEDICAL EXPENSES ETC.

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Medical Advance	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.20000/- in each case	Upto Rs.50000/- in each case	--	--	--	Within normal limits and subject to production of estimate from an approved hospital and fulfillment of preconditions for outdoor bills.
2.	Outdoor Medical Claims	Full powers (Upto sealing of Rs.18000/- in each case)	--	Full powers (Upto sealing of Rs.18000/- in each case) DD (Admn) : Upto	Full powers (Upto sealing of Rs.18000/- in each case)	--	--	--	Subject to the norms guideline in Medical Attendance Rules.
3.	Indoor Medical Bills	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.20000/- in each case	Upto Rs.30000/- in each case	--	--	--	Subject to the norms guideline in Medical Attendance Rules.

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SCHEDULE - XII : REIMBURSEMENT OF TUITION FEE/ EDUCATION ALLOWANCE

Sl. No.	Nature of Power	Vice Chancel	Dea ns	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Children Education Allowance/ Tuition Fee	Full powers	--	Full powers DD (Admn) : Upto Rs.10000/- in each case	Full powers	--	--	--	Subject to limits prescribed from time to time.

SCHEDULE - XIII : GROUP INSURANCE PAYMENT

Sl. No.	Nature of Power	Vice Chancel or Full powers	Dea ns	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Monthly Premium	Full powers	--	Upto Rs.1 lakh in each case DD (Admn) : Upto Rs.10000/- in each case	--	--	--	--	
2.	Final Payment	Full powers	--	Upto Rs.1 lakh in each case	--	--	--	--	

SCHEDULE - XIV : MEMBERSHIP FEE PAYMENT

Sl. No.	Nature of Power	Vice Chancell or	Dea ns	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Foreign Institutions	Full powers	--	Upto Rs.1 lakh in each case	--	--	--	--	Subject to approval of Govt. of India initially to become a member.

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Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
2.	Inland Institutions	Full powers	--	Upto Rs.1 lakh in each case	Upto Rs.5000/- in each case	--	--	--	Subject to VC's approval initially to become a member.

SCHEDULE - XV : CPF/GPF ADVANCE/PART WITHDRAWALS

Sl. No.	Nature of Power	Vice Chancellor	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Advances	Full powers	--	--	--	Upto Rs.5 lakh in each case	--	--	Subject to GPF guidelines.
2.	Withdrawals/Final Payment	Full powers	--	Final payment upto Rs.5 lakh in each case	--	Upto Rs.5 lakh in each case	--	--	Subject to GPF guidelines.

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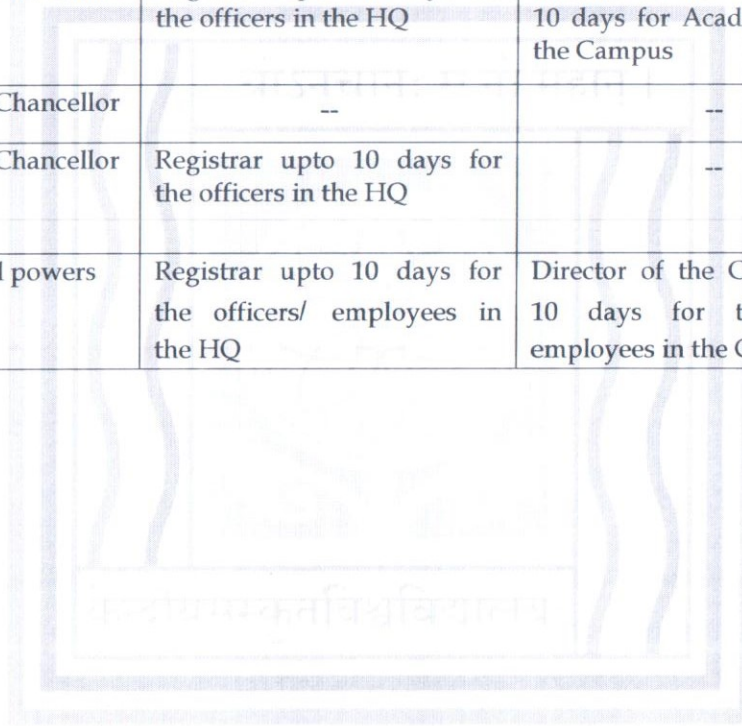
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SCHEDULE - XVI : APPROVAL OF TOURS/ACADEMIC VISITS

Sl. No.	Official seeking approval for Tour/Academic	Approving Authority			Remarks
		Vice Chancellor	--	--	
1.	All Deans/Registrar/ Director of the Campus/FO/COE/Librarian	Vice Chancellor	--	--	
2.	Professor /Associate Professor/Assistant Professor/other Teaching or Academic staff & equivalent status	Vice Chancellor	Registrar upto 10 days for the officers in the HQ	Director of the Campus upto 10 days for Academic Staff in the Campus	For approval of absence for more than 10 days Vice Chancellor will be approving Authority.
3.	Other directors of various schemes	Vice Chancellor	--	--	
4.	Dy. Director and equivalent and all other Group 'A' employees below the rank of Dy. Director or equivalent	Vice Chancellor	Registrar upto 10 days for the officers in the HQ	--	For approval of absence for more than 10 days Vice Chancellor will be approving Authority.
5.	All Group B&C employees	Full powers	Registrar upto 10 days for the officers/ employees in the HQ	Director of the Campus upto 10 days for the officers/ employees in the Campus	For approval of absence for more than 10 days Vice Chancellor will be approving Authority.

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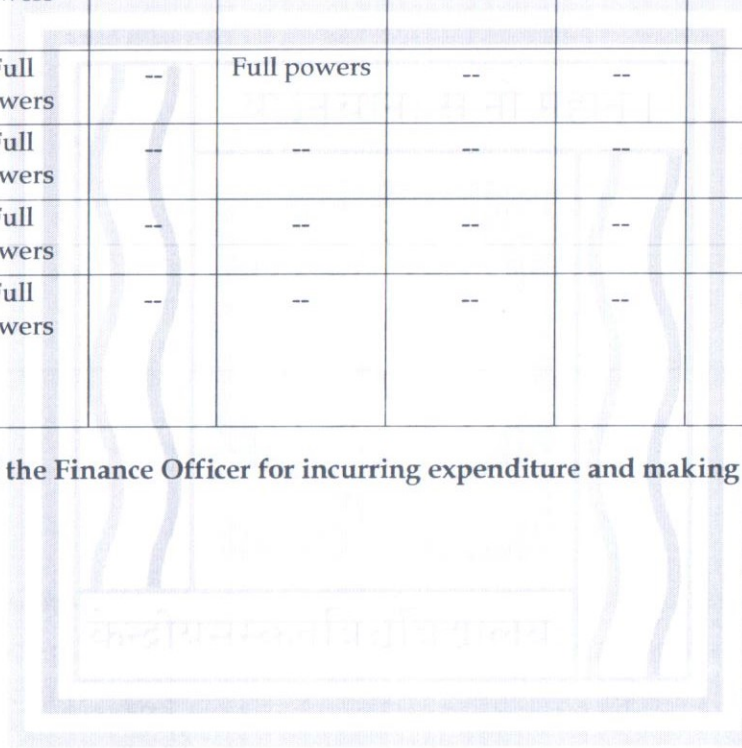


SCHEDULE - XVII : MISCELLANEOUS

Sl. No.	Nature of Power	Vice Chancellor or	Deans	Registrar	Directors of Campus	FO	COE	Librarian	Remarks
1.	Grants in aid to staff/student Welfare Fund.	Full powers	--	--	--	--	--	--	Subject to the rates and conditions prescribed in the Rules approved by the Vice Chancellor.
2.	Power to alter and correct date of birth in case of bonafide clerical error in case of staff.	Full powers	--	Full powers	--	--	--	--	Subject to available guidelines.
3.	Sanction for leasing out shops, premises etc. in University campus	Full powers	--	--	--	--	--	--	Subject to available guidelines.
4.	Acceptance of outside work and remuneration by Academic Staff.	Full powers	--	--	--	--	--	--	As per the prescribed norms.
5.	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research.	Full powers	--	--	--	--	--	--	Subject to availability of Funds. Project Director will have full powers for projects within India. For visits abroad only Vice Chancellor will have full

Note: The provision to Statute 9(5)(b) for powers of the Finance Officer for incurring expenditure and making investment up to Rupees three lakhs.

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SCHEDULE - XVIII : POWERS TO OTHER OFFICERS

Sl. No.	Nature of Items	Item of Expenditure	Director (MSP)	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
1.	Contingent & Misc. Expenditure (General Powers not specified in any other Schedule)	Recurring	Upto Rs.50000/- in each case	Upto Rs.60000/- in each case	Upto Rs.50000/- in each case	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		Non-recurring	--	--	--	
2.	Administrative Expenses (Common to All Sections)	1. Merits, Awards, Stipends, Loans and other educational scholarships to Students, fee waiver	--	--	--	Subject to availability of funds, completion of procedural formalities as per laid down procedure approved by the EC.
		2. Fixtures and furniture purchase	Upto Rs.100000/- per annum and Rs.10000/- on each occasion	--	--	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		3. Electricity & Water charges	Full powers	--	--	
		4. Hiring of Vehicles for official purpose	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		5. Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	Full power	Full power	Full power	
		6. a) Publications of the University	--	--	--	Full power with VC
		b) Printing & Binding	Upto Rs.50000/- per annum and Rs.10000/- on	Upto Rs.50000/- per annum and Rs.10000/- on each occasion	Upto Rs.50000/- per annum and Rs.10000/- on each occasion	Upto Rs.50000/- per annum and Rs.10000/- on each occasion

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Sl. No.	Nature of Items	Item of Expenditure	Director (MSP)	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
			each occasion			
		c) Admission Brochure	Upto Rs.50000/- per annum and Rs.10000/- on each occasion	--	--	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
7.		Purchase of Publications for administrative use (Newspapers, Books)	Upto Rs.20000/- per annum and Rs.5000/- on each occasion	Upto Rs.20000/- per annum and Rs.5000/- on each occasion	Upto Rs.20000/- per annum and Rs.5000/- on each occasion	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
8.		Outsourcings of cleaning & sweeping Services	--	--	--	Full power with VC
9.		Stationery Store including computer stationary and other consumables	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
10		Office Equipment including telephone instruments, calculators electronic or manual, intercom Equipment, Photocopier, Franking Machine (excluding computers)	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
11		Remuneration (except conveyance charges to staff for attending duty on holidays and late hours)	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Upto Rs.50000/- per annum	Conveyance charges as per rules.
12		Telephone Bills received after due date	--	--	--	Full power with Registrar/VC

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Sl. No.	Nature of Items	Item of Expenditure	Director (MSP)	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
		13 Repair and Maintenance of office equipment, furniture etc.	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Upto Rs.20000/- per annum	Beyond the prescribed limit with approval of Registrar / Vice Chancellor
		14 General Common Services Functions (Sanskrit Week, Annual Function, Various Days etc.), Conferences and Seminars/ workshops/ Guest Lectures	Upto Rs.2 lakh per annum	--	Upto Rs.1 lakh per annum	Subject to general instructions given by the VC and availability of funds.
		15 Payment to Members of Statutory Bodies, Selection Committee, Assessment Committee Expert Committees, Sub-Committee etc.	Full Powers	Full Powers	Full Powers	Subject to the approval of the VC and payment is made approved norms.
		16 Local Conveyance/ TA/ DA Reimbursement	Full Powers	Full Powers	Full Powers	Within the prescribed norms for the staff working under their control subject to availability of funds.
		17 Miscellaneous jobs/ unforeseen expenses	Upto Rs.20000/- per annum maximum Rs.5000/- in each case	Upto Rs.20000/- per annum maximum Rs.5000/- in each case	Upto Rs.20000/- per annum maximum Rs.5000/- in each case	Subject to availability of funds.
3.	IT Section	18 Purchase of Computer, Printers, Computer Hardware, Add-ons, Upgrades etc., Networking, software purchase, development, installation	--	--	--	Full Powers with Registrar/VC

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Sl. No.	Nature of Items	Item of Expenditure	Director (MSP)	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
4.	Library	19 Purchase of books and journals/ e-resources/periodicals/Audio/Video etc.	Upto Rs.50000/- per annum	--	Upto Rs.10000/- per annum	Subject to availability of funds.
		20 Material for packing, binding indexing library cards special registers etc.	Upto Rs.10000/- per annum	--	--	Subject to completion of procedural formalities as per laid down purchase procedure.
		21 Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Upto Rs.10000/- per annum	--	--	Subject to completion of procedural formalities as per laid down purchase procedure.
5.	Student Welfare	22 Refund of Fee	Upto Rs.1 lakh in each case	NA	NA	Full Powers with VC
		23 a. Examination Expenses b. Admission Expenses	Full Powers	NA	NA	Subject to availability of funds and guidelines and norms approved by the VC.
6.	Finance Section	24 Temporary Advances	Upto Rs.10000/- in each case	Upto Rs.10000/- in each case	Upto Rs.10000/- in each case	To be settled as per Govt. of India norms with Finance.
		25 Advances in connection with conduct of examinations/ Admission Tests	Upto Rs.20000/- in each case	NA	NA	
7.	Student Fees, Security Deposit etc.	26 Extension in date of payment of fees, Remission of Re-admission Fees	--	NA	NA	Full Powers with VC
		27 Refund of Fees	--	NA	NA	Full Powers with VC
8.	Re-Appropriation of Funds	28 Re-appropriation from one sub-head or detailed head to	--	--	--	Full Powers with VC, subject

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Sl. No.	Nature of Items	Item of Expenditure	Director (MSP)	Director (Central Schemes)	Director (Publication & Programmes)	Remarks
		another within the same major head of account.				to concurrence of FC/GIAC
		29 Re-appropriation from one major head of account to another major head of account of Revenue Expenditure.	--	--	--	Full Powers with VC, subject to concurrence of FC/GIAC
9.	Signing of Contracts and Documents	30 Collaboration with external agencies/ Institutions/ Signing of MoUs.	--	--	--	Full Powers with VC, subject to approval of the collaboration with Internal Organizations by VC and Foreign Organizations with the prior approval of the Government.
		31 Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to advances.	--	--	--	Full Powers with VC, subject to terms and conditions and form of documents having been approved by the EC.
		32 Signing of Receipts for moneys received on account of the University.	--	--	--	Full Powers with VC, powers can be delegated to the officers in the Finance Section.
10.	Membership Fee Payment	33 Foreign Institutions	--	--	--	Full Powers with VC, subject to approval of Govt. of India initially to become a member.
		34 Inland Institutions	Upto Rs.5000/- in each case	--	--	Subject to VC's approval initially to become a member.

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